

June 6, 2003

Minority Business and Advocate Award Nominations

NASA will celebrate the twenty first anniversary of MED Week by hosting its tenth annual Minority Business and Advocates Awards Ceremony Tuesday, September 23, 2003. The awards ceremony will be held at 2:30 p.m. in the NASA Headquarters Auditorium. During this ceremony NASA will recognize minority and women owned firms and NASA personnel who have made outstanding contributions to the small disadvantaged business (SDB) program. Administrator O'Keefe will deliver his annual "State of Small Business at NASA Address."

Part I

The following are the three business award categories and nominator eligibility in brackets:

- NASA Minority Contractor of the Year [Centers only, self nominations]
- NASA Minority Subcontractor of the Year [Prime contractors only]
- NASA Woman Owned Business of the Year [Centers, Primes, and self nominations]

Selection of the NASA awardees will be made by a committee consisting of a representative from each Enterprise and chaired by the NASA Headquarters' Office of Small and Disadvantaged Business Utilization. All recipients will receive inscribed plaques from the Administrator. Each nominee will be recognized with a Certificate of Appreciation at a later time. Although only one recipient will be selected from each category, Field Installations are encouraged to honor their contractor and subcontractor nominees at their own Installations.

The nomination form and criteria for the NASA Minority Contractor of the Year, NASA Minority Subcontractor of the Year and NASA Woman Owned Business of the Year Award are the same. Each Headquarters Office and Field Installation is limited to one nominee per category. Prime contractors may nominate one company per prime contract. So if a company has three NASA prime contracts, that company may nominate one company per prime contract as long as it is not the same company.

Self Nominations for Minority Contractor of the Year and Women Owned Business of the Year Awards

Some Centers have a more formal nomination process than others, thus, some outstanding firms are not being considered for award. We are allowing minority contractors and women owned small businesses to self nominate for the above-mentioned awards. Companies that self nominate must have a **LETTER OF GOOD STANDING** from a Center representative that states that the company meets the elements outlined in the Selection Criteria (see page 4) section. This letter must be provided to the Office of Small and Disadvantaged Business Utilization Program Manager **WITH** the application by the deadline. This is not an endorsement letter. The Centers contractor nomination will be considered the Centers endorsement.

Electronic Applications (Very Important)

We have developed a web based application system. Enclosed you will find a sample copy of the nomination form. **It is recommended that you use the form as a guide and type all necessary information in a Word File.** Once you are satisfied with the nomination, you may “cut and paste” each field to the electronic form because you only have one opportunity to submit the nomination. To get to the electronic nomination form go to: <https://neptune.hq.nasa.gov/osdbu/mbaa/index.cfm> to review and entire text into the electronic form. **Once again, you only have one opportunity to submit the nomination, please review the entire document, print, and review before submitting. Once submitted, the review committee will have immediate access to it and will begin the review process.**

Part II Exceptional Achievement Medal Award

In addition, this announcement is seeking nominations for three Exceptional Achievement Medals for individual contributions to NASA’s small disadvantaged business program in the following areas:

- Small Business Advocacy
- Procurement Advocacy
- Technical Advocacy

The nomination form and criteria for the Exceptional Achievement Medal is also enclosed. Keep in mind that anyone from your Center who meets the criteria is eligible for the Exceptional Achievement Medal.

- 1) EAM nominations for Small Business, Procurement, and Technical categories
- 2) Mail **entire** submission and email a scanned photo of nominee

Deadline

All nominations must be submitted no later than Thursday, July 31, 2002. The review process will formally begin the following day and no additional submissions will be accepted. Additionally, you must email a color photo of the President/CEO of the company by this date too.

Any questions regarding the nomination process should be addressed to Lamont Hames, Program Manager, of my office at (202) 358-0644.

Your continued support for the utilization of small disadvantaged businesses to assist NASA in fulfilling its mission is appreciated.

Ralph C. Thomas III

2 Enclosure

**NASA MINORITY CONTRACTOR OF THE YEAR,
MINORITY SUBCONTRACTOR OF THE YEAR, AND
WOMAN OWNED BUSINESS OF THE YEAR**

SELECTION CRITERIA

1. Only one nominee from each NASA Headquarters Office, Field Center, and the Jet Propulsion Laboratory, shall be submitted for this award. Nominations must be submitted (electronically) not later than Thursday, July 31, 2003.
2. Nominee must be a minority small business in compliance with U.S. Small Business Administration definitions and applicable portions of the Federal Acquisition Regulation.
3. Nominee must have performed on NASA procurements at least 2 Years.
4. Nominee must be in satisfactory financial condition.
5. Nominee must have performed satisfactorily on all contracts.

Nominations should thoroughly address the following and please note that there is a maximum character count for each section of the electronic form, thus you may need to adjust your write up after entering into the electronic form.

Technical Performance of Product or Service rendered

- a. Describe product or service rendered and the technical nature of the contract requirements.
- b. Special attributes in meeting the needs of the Agency, including new methodology or ideas in carrying out performance of contract.
- c. Coordination of efforts and/or participation with other organizations within the Center/Prime Contractor organization. Has nominee expanded level of relationships with customer(s).
- d. Describe the contractor's commitment to **SAFETY** and cite examples from corporate and specifically on the contract work performed.

Administrative Management

- e. Describe effectiveness and efficiency of contract management.
- f. Describe any cost reduction techniques or examples of cost efficiency.
- g. Professional development opportunities for employees.
- h. Compliance with equal opportunity regulations.

Outreach

- i. Mentoring or assistance activities to other minority/small firms.
- j. Membership in advocacy groups or associations.
- k. Community outreach activities.

In summary:

- Deadline is Thursday July 31, 2003 for all nominations.
- Photos must be emailed to lamont.hames@hq.nasa.gov by Thursday July 31, 2003
- EAM nominations and photos (emailed to above address) must be submitted to the NASA Headquarters Office of Small and Disadvantaged Business, Attn: Lamont Hames 300 E Street, SW, Washington, DC 20546 by Thursday, July 31, 2003
- All contractor nominations must be submitted via electronically @

<https://neptune.hq.nasa.gov/osdbu/mbaa/index.cfm>

- Self nominations must have a Letter of Good Standing sent to the OSDBU Program Manager and photo emailed to lamont.o.hames@nasa.gov
- All questions may be directed to Lamont Hames @ 202-358-2088

